

## Cooperative Agreement Streamlining Team

### Status Update

September 2003  
Self Help Meeting

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- The CAST was to meet the week of September 15 to review the District numbers and discuss their implications. Because the district numbers were inconclusive this meeting was not held. The CAST will be e-mailed to determine if they want to meet to review the October report and re-evaluate the Team's recommendations.
- The turn-around time in HQ has been reduced from a high of over 50 working days during the past winter and early spring down to single digits for the past four weeks. This week is was 5 working days. A chart of the HQ processing times will be posted on an enhanced web page for Cooperative Agreements and updated once a month.
- A rough, state-wide, average, district turn-around time is 25 days. Likewise a rough, state-wide, average for local agency turn-around time is 37 days. Neither of these numbers include all districts nor all local agencies.
- It has been determined that creating a statewide database allowing input at district and HQ levels is not currently feasible due to logistical problems in providing access, reliability, and security with the existing HQ Access database and IT's ability to support a new program given the current cash flow issues. This will make tracking and reporting processing times difficult. To help in the tracking of agreements, HQ will make copies of its Access® database available to districts. There will be some modifications required on the district's part to track agreements in functional units and with local agencies but these changes will be left up to the districts to allow for adjustments to their methods of operating within the district. Use of the database is not required and is only offered as a way of assisting the districts.
- Districts will report quarterly turn-around times to HQ.
- HQ will report turn-around times by posting on web and reported at the following Self-Help meetings: October 29, 2003 (1<sup>st</sup> Q 3/4 FY), January 2004 (2<sup>nd</sup> Q), April 2004, August 2004 and October 2004 (1stQ 4/5 FY).
- Other items in the works in the HQ CAC include the preparation of the forms for AB 3090 projects – both reimbursement and replacement. See the first web site listed for instructions.
- Training is in development. The schedule calls for a beta test by early spring 2004 with the course ready for use before June 30, 2004. The training will be more like an interactive tutorial than a class. The Division of Design's intention is to share the tutorial program with all of our partners.